



DISTRICT LOGINS AND EMAIL ACCOUNTS FOR SUBSTITUTES

Active RRISD substitutes have been issued district computer logins and email accounts. This document provides you with helpful information for logging in to district computers and email accounts while you are working an assignment at a campus or for a department.

GENERAL INFORMATION

- **Why are there two sets of instructions?** Logging into a district computer and logging into a district email account are two different actions. Logging into a district computer allows you to use district equipment and the district network to access resources and assignment documents. Logging into a district email account allows you to create and manage email correspondence, access and maintain calendars, and access internal websites. You must use a district computer to login to the district network. However, you do not need to use a district computer to login to your district email address.
- **Will I use the same Username for my district login and my email account?** No. Your Username will be different for both accounts. See the instructions below to determine which Username to use for each action.
- **Will I use the same Password for my district login and my email account?** It is possible that your Password will be the same for both, but this may not be true in all cases.
- **What is an EIN?** “EIN” stands for the six-digit Employee Identification Number assigned to you at the time you were hired as a substitute for the district. It is not the same number as your PIN (Personal Identification Number) or Substitute ID number for Subfinder/WebConnect. If you do not know your EIN, you can find it easily in WebConnect under the Personal Info tab. It is listed as “Number”. “EIN” and “Number” are the same number.
- **What are the Guidelines for Acceptable Use of District Technology Resources?** All substitutes must agree to follow these Guidelines in order to use the district's technology resources. Violation of the Guidelines or related RRISD policies may result in disciplinary action and/or loss of the privilege of using these tools.

USING A COMPUTER AT A CAMPUS

- **How do I login to a district computer?**
 1. Find a district computer at a campus or department. The following instructions have been written for computers inside the district network only.
 2. Username: Use the following format: **eXXXXXX**. The format is made up of your six-digit EIN preceded by “e”.
 3. Password: Passwords may vary depending on when the account was created. Use the following suggestions to determine the correct Password:
 - a. If you have logged in to a district computer in the past, try that password first.
 - b. If you can't remember your password, it doesn't work, or you have never logged in before, try this format: **FL.XXXXXX!** The format is made up of your first name initial and last name initial in capital letters followed by a period, your six-digit EIN, and an exclamation mark at the end.
 - c. If you tried both options above and still can't get in to the district computer, contact the substitute coordinator at the campus to find you someone who can assist you.



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4. Once you are logged in, you will have to reset your password.
 5. Your district email account will be updated to use the new password. If you have difficulty with your email account password after this step, call the Help Desk at 464-5167 for assistance.
- **How do I access printers or documents left by the teacher for my assignment?** To access specific campus resources such as printers or teacher documents, the campus ITS will have to give you access for the length of your assignment. If you are unsure how to contact the ITS at a campus, contact the substitute coordinator at the campus for assistance.

USING YOUR DISTRICT EMAIL ACCOUNT

- **How do I access my district email account?** Follow the steps below to access your account:
 1. Go to www.gmail.com to get to the login page.
 2. Username: Use the following format: Firstname_Lastname@roundrockisd.org. The format is generally made up of your full legal first name, an underscore, your full legal last name, and an "@" symbol followed by "roundrockisd.org".
 3. Password: Passwords may vary depending on when the account was created. Use the following suggestions to determine the correct Password:
 - a. If you have logged in to a district computer in the past (even today), try that password first.
 - b. If you can't remember your password, it doesn't work, or you have never logged in to a district computer before, try this format: **FL.XXXXXX!** The format is made up of your first name initial and last name initial in capital letters followed by a period, your six-digit EIN, and an exclamation mark at the end.
 - c. If you tried both options above and still can't get in to your email account, call the Help Desk at 464-5167 for assistance or to reset your password.
- **How can I find my Employee Identification Number (EIN)?** You can find it easily in WebConnect under the Personal Info tab. It is listed as "Number". "EIN" and "Number" are the same number.
- **Can I access my email account without having first logged into a district computer?** Yes. Just follow the instructions listed in the section above.
- **Who do I call if I cannot get into my email account after trying the tips above?** Call the Help Desk at 464-5167 for assistance.
- **Am I required to access this account?** Although a district email account has many uses for substitute assignments, correspondence with staff members regarding upcoming assignments, and accessing district resources, calendars and internal websites, substitutes are currently not required to access the district email account.
- **How long will my district email account be accessible?** You will be able to access your district email account as long as you are an active substitute or employee.